

## **Preliminary pending Commission approval**

### **Rhode Island Atomic Energy Commission**

**Meeting of 3 April 2012**

**8:00 A.M.**

**Dr. Mecca called the meeting of the Rhode Island Atomic Energy Commission to order. Present were Commissioners Dr. Nassersharif, Dr. Gromet, Dr. Mecca, and Dr. Kadak. Staff: Dr. Terry Tehan, Hank Bicehouse, Jeff Davis, Zack Richards and Steve Guarino. Dr. Tom Mannock from State personnel also attended. Dr. Nunes, arrived shortly after the meeting started.**

#### **1. Approval of minutes of 14 December 2011 Meeting:**

**The minutes of the meeting were reviewed. Dr. Gromet made a motion to accept the minutes. Dr. Nassersharif seconded the motion. The Motion to accept the minutes passed unanimously. (Enclosure 1)**

**2.NRC Re-licensing–Jeff Davis stated that we have not received any more questions from the NRC. A discussion was held regarding the re-licensing process.**

**3. State Budget- Dr. Tehan presented a report on the state budget and**

**the Governor's Budget review process. A discussion was held regarding the budget trends and where the new grant money was being spent. (enclosure 2)**

**4. Lab Renovation- Steve Guarino gave a brief on the status of the two new labs. The Nassersharif lab has new counters and the grant equipment is being installed. The Cullen lab has been completely redone with a new ceiling and the walls have been painted. The new furniture has been installed. Steve Guarino also discussed the state metrics system and invited the commissioners to the 8 May meeting of the Governor's metrics committee where they can express their desires to have the metrics include advisory roles of the commission that are contained in the enabling legislation.**

**5. Facility Utilization-Zach Richards gave an extensive brief on facility operations Dr. Kadak asked about the procedure for supplying water to the reactor in the event of a beyond design basis accident. Jeff Davis said that it was not yet in procedure form and committed to having a procedure for the next commission meeting. Dr. Kadak and Dr. Nassersharif asked about the facility camera monitoring system regarding internet security. Zack Richards will provide a report to the commissioners regarding the system and addressing security concerns. He also discussed the new internet equipment being requested in the DOE grant that will enable real time data from the reactor to be accessed by students. Dr. Mecca cautioned that the**

risks and benefits be clearly analyzed before deploying this capability. A discussion of the intern program included the requirement from the commissioners that the program and the intern manual be ready to support new local students in July rather than September. The commissioners agreed that a letter to the Department of Energy should be drafted inviting the Chairman to the facility to see the reactor upgrades that they have funded as soon as the control room is complete. (Enclosure 4)

**6. Old Business-** The structural analysis report was discussed. There are no structural issues in the report but there is a need to ensure that the roofs are maintained properly to prevent water intrusion from causing damage.

**7. New Business-A** discussion was held regarding the RSO's retirement plans and the need for replacement planning. The extensive training provided to Steve Gurino to prepare him for the position was covered. It was noted that it is important for him to finish his master's degree to meet the NRC requirement for the position. The commissioners requested Sophia Lenihan to send out a doodle schedule request in July to set up a meeting for late August.

**8. Adjourn** Dr. Mecca requested a motion to adjourn. Dr. Nassersharif

**made the motion and Dr. Nunes seconded it. It passed Unanimously.**

**Enclosure 1. Meeting minutes**

**Rhode Island Atomic Energy Commission**

**Meeting of 14 December 2011**

**8:30 A.M.**

**Dr. Mecca called the meeting of the Rhode Island Atomic Energy Commission to order. Present were Commissioners Dr. Nassersharif, Dr. Nunes, Dr. Gromet, Dr. Mecca, and Dr. Kadak. Staff: Dr. Terry Tehan, Hank Bicehouse, Jeff Davis, Zack Richards and Steve Guarino. Dr. Tom Mannock from State personnel and Mr. Jack Donohue of the Nuclear Regulatory Commission also attended.**

**9. Approval of minutes of 5 April 2011 Meeting:**

The minutes of the meeting were reviewed. Mr. Bicehouse stated that the comment in item two regarding the staff was not correct. After a discussion Dr. Gromet made a motion to change the wording from “given the staff’s opposition to Commission’s consideration of this subject and reluctance to develop” to “ given the apparent lack of a comprehensive review”. Dr Kadak seconded the motion. The Motion passed unanimously. Dr. Nunes made a motion to accept the minutes. Dr. Kadak seconded the motion. The Motion to accept the minutes passed unanimously. (Enclosure 1)

**10. Approval of new NRSC members:**

A discussion was held regarding the qualifications of the new members Dr.Kadak made a motion to approve :

Dr. James Sherrard

Mr. John Abel

Mr. Roger Kelly

Mr. Stephen Jackson

Dr. Gromet seconded the motion. The Motion to approve the new members passed unanimously.

**11. State Budget.** Dr. Tehan presented a report on the state budge and the Governor’s Budget review process. A discussion was held

regarding the budget trends and where the cuts were being felt.  
(enclosure 2)

**12. NRC Re-licensing and Operations –Jeff Davis stated that we have not received any more questions from the NRC, but we have the answers ready for the next set of questions when they arrive. A discussion was held regarding the 10CFR20 relationship to the technical specifications.(enclosure 3)**

**13. Facility Utilization-Jeff Davis gave an extensive brief on facility operations and utilization and pointed out that we have shifted more toward educational initiatives and that research initiatives are still going on. Dr.Kadak asked about commercial initiatives and Dr. Nassersharif mentioned the possibility of teaming up with the ATR and the University of Wisconsin to do projects. Jeff Davis discussed the fact that he has been in discussions with AREVA about potential services that RINSC could provide. Jeff Davis pointed out that David Johnson, a retired staff member had been very active in helping interns and the commissions asked Mr. Davis to draft a letter of appreciation for their signature. (Enclosure 4)**

**14. Old Business-Duties and responsibilities of RIAEC- a discussion was held regarding the duties and responsibilities of the commission and the Commissioners felt that they still had extensive duties under existing law. After reviewing the results of the Governor's program Review which concentrated on education and research, they directed**

**Dr. tehan to draft a letter for the Chairman's signature to Ms. Jamia McDonald, the Deputy Chief of Staff for the Governor, requesting a meeting to discuss the issue.**

#### **15. New Business-**

- a. A discussion was held regarding the severe weather procedure and Dr. Kadak suggested that the procedure included detailed steps for filling the pool without electrical power.**
- b. Dr. Nassersharif asked when the dry gamma room would be available for students. Steve Guarino stated that the company making the new alarm system was experiencing delays but was trying to get the system to us in December. When the system is installed, the room will be available for students.**
- c. Dr. Kadak mentioned that we should take pictures of the foundation cracks so we have record in the future.**
- d. Dr. Mecca stated that a doodle (scheduling program) should be sent out for the next meeting in March 2012.**

**8. Adjourn Dr. Mecca requested a motion to adjourn. Dr. Kadak made the motion and Dr. Nunes seconded it. It passed Unanimously.**

**Enclosure 2- budget report**

**To all-**

**The third quarter budget report is attached. As you can see, we will just break even on the general account at the current rate of spending thanks to the significant transfer of overhead charges from the URI sponsored research account. The federal accounts are all in the black and the Infrastructure account will need a budget cap increase at some point. The capital account was totally used up. We did four roof repairs and then used the rest with some grant money to do the cement inspection for the NRC. We will need to do more roof repairs next fiscal year with capital money. We have a grant request in to DOE for the money to do the cosmetic repairs to the cement but there are no structural issues and the report said we should concentrate on roof repairs. Our turnover number for next year is only \$28K so we should have an easier time making our budget target.-Terry**

**Enclosure 3- Metrics report**

**RIAEC**

**16 Reactor Road**

**27 March 2012**

**To: RI Atomic Energy Commission**

**From: Stephen Guarino**

**Subject: RIAEC Performance Measures**

**In a memo emailed to the commission in August 2011 I outlined a new list of**

**performance standards that the RINSC would be submitting to the**



state to be used

to track the progress of our agency's two department wide measures, education & outreach. The Governor's Performance Management Core Team has used our performance standards to build a spreadsheet that will be updated and submitted monthly by me. The performance measures will be used to track the progress at RINSC and ultimately the statistics will be used as a factor in determining our budget. I have taken the liberty of including a brief description of the spreadsheet we are using ( attached to the email).

### **Statewide Measures**

The first spreadsheet is a description of all statewide measures. These are measures

all agencies have in common such as budget spending and time o\_. This page is populated and updated by the state and sent to the RINSC for review and confirmation. Any questions about the statewide measures should be directed to Dr. Tehan.

### **Department wide Measures**

The second spreadsheet is a list of the departmentwide measures for each agency.

The RIAEC has two department wide measures, research & education.

### **Operational Measures**

The third spreadsheet is the operational measures. These are the metrics we will use

to judge our progress. The list is similar to the one that was emailed in August 2011.

In the new list I have eliminated the "RINSC Utilization Hour" and combined "Class Hour," "Instruction Hour," "Training Hour," and "Teaching Hour" into one metric.

The "RINSC Utilization Hour" was removed because it was the sum of all the other measures and thus redundant. The combination of the "Class Hour," "Instruction Hour," "Training Hour," and "Teaching Hour" is because they are all teaching related.

The only difference was how the teaching was done.

### **Projects & Initiatives**

This section is for large projects. The attached spreadsheet lists a few projects department of corrections is working on as examples. Currently we have no large projects, but in the future we may need to add some. These projects are typically on the scale of building a new facility, moving into a new area, or overhauling a system, e.g. the DMV's new method of handling clients.

### **Definitions**

These are quick definitions of all our performance measures. They are not comprehensive, merely a reminder to those reviewing our statistics what each measure means. Upcoming From now on this spreadsheet will be updated monthly and submitted to the state for review. There will

also be regular meetings between RINSC staff (Dr. Tehan and/or Mr. Guarino) and the Governor's Performance Management Team. The meetings are meant to monitor the progress of the agency. Large changes in reported measures will be discussed, as well as progress in completing projects that are listed. The first of such meetings will be from 11:00AM-12:00PM on May 8, 2012 at either the state house or the department of administration building in Providence. The commissioners are welcomed to attend. If you are interested contact Dr. Tehan or Mr. G

#### **Enclosure 4-Operations report**

**Ladies and Gentlemen -**

The RINSC Operations staff has complied the Operations Report for the

upcoming RIAEC meeting. The report is attached. There is a discussion in the Facility Upgrades section of the report regarding reactor

instrumentation upgrades that are currently being made. The RINSC Control Room Rack Layout Drawing shows how the control room floor racks will be

configured when this project is completed. This drawing is also attached. The Incidents section of the report covers the radiation exposure incident. The NRC performed a special inspection as a result of this incident. The NRC Inspection Report associated with this inspection is attached. The Facility Projects section of the report

**describes an investigation of the structural integrity of the confinement foundation. The internal Structural Integrity Project Report, as well as the final report from AECOM are attached.**

**We look forward to seeing you on April 3rd.**

**JD**